

12.010 ROLL CALL AND PERSONNEL INSPECTION

References:

Procedure 12.020 - Uniforms, Related Equipment, and Personal Grooming
Procedure 12.025 - Authorized Weapons
Manual of Rules and Regulations 1.16E, 3.01A and B

Purpose:

To ensure all members of the Department are properly equipped, informed, and uniformly trained to perform their assigned duties.

Policy:

Uniformed sworn personnel will report for duty in a clean and pressed uniform with the proper attire and equipment. Personnel will present a professional image at all times. Non-uniformed sworn personnel will report for duty in accordance with their bureau/section/unit's standard operating procedure (S.O.P.).

Information:

Slight procedural differences may be necessary in certain units; however the conduction of roll call and personnel inspection is to be performed uniformly throughout the Department. Any variations in equipment or uniform parts may lead to confusion by the public and detract from an impressive, professional appearance.

Procedure:

A. Roll Call and Personnel Inspection

1. All uniformed units will conduct daily roll call and personnel inspection in the following manner. The inspecting supervisor will follow the commands in the order listed.
 - a. "Fall In"
 - 1) Two or more ranks may be used, depending on the number of officers. Ranks should be four feet apart when possible.
 - b. "At Close Interval, Dress Right, Dress"
 - 1) When the officers have straightened the ranks and are properly aligned, the supervisor commands, "Ready, Front."
 - c. "Secure Arms, Prepare for Inspection"
 - 1) Supervisors will carefully inspect the officers for appearance and proper equipment.

- d. "Remove Magazines"
 - 1) When the inspecting supervisor gives the command to remove magazines, the officer will:
 - a) Remove the magazine from the holstered pistol.
 - b) Remove magazines from magazine pouch.
 - c) Hold all magazines in the non-gun hand so the inspecting supervisor can verify they are each fully loaded with the correct amount of ammunition.
- e. "Raise Pistols"
 - 1) When the inspecting supervisor gives the command to raise pistols, the officer will:
 - a) Draw the pistol from the holster.
 - b) Raise the pistol with the muzzle straight up to the inspecting supervisor's eye level.
 - c) As the inspecting supervisor approaches the officer's right, the officer will rotate the pistol, enabling the inspecting supervisor to view the chambered round through the weapon's ejection port.
 - 1] The supervisor will ensure the weapon is loaded.
 - 2) After inspection, the officer will lower his pistol and return it to the holster.
- f. "Replace Magazines"
 - 1) The officer will then reinsert the magazine into the holstered pistol.
- g. "Raise Tasers"
 - 1) When the inspecting supervisor gives the command to raise Tasers, the officer will:
 - a) Draw the X26 Taser from the holster and remove the air cartridge from the firing position.
 - b) Point the X26 Taser in a safe direction, towards the safe wall and place the safety switch in the up (FIRE) position.
 - c) The officer should check the battery life percentage on the Central Information Display (CID).

- 1] If the percentage is less than 20%, notify a supervisor to have the Digital Power Magazine (DPM) battery replaced.
- c) As the inspecting supervisor approaches, the officer will pull the trigger and perform a **"spark test"** for one second.
 - 1] The supervisor will check for a rapid/visible spark between the electrodes.
- 2) After inspection, the officer will replace the air cartridge, re-holster and secure his X26 Taser.
- 3) If an unintentional discharge occurs during a spark test, or any other time, an immediate investigation must be conducted by the district/section/unit commander or his designee. The designee must be a supervisor of equal or higher rank than the member who had the unintentional discharge. A Form 17 will be forwarded to the Police Chief detailing a full account of the incident.
 - a) The deployed cartridge will be disposed of unless otherwise directed by the district/section/unit commander.
 - b) All documentation related to the incident will be retained at the district/section/unit of occurrence.
- h. A supervisor calls the roll from this position. When an officer's name is called, the officer will answer "Here Sir or Ma'am" and remain standing at attention.
- i. "Fall Out"
 - 1) At this time officers may be seated for the reading of roll call announcements.
2. All non-uniform units will conduct supervisory inspections of personnel at the beginning of each tour of duty, according to their bureau's S.O.P. Supervisors will ensure all non-uniform personnel have all the required equipment.
3. Roll Call will be conducted daily.
 - a. Items supervisors are to present to personnel at roll call are:
 - 1) Daily beat and vehicle assignments
 - 2) Recent crime and crime trends
 - 3) Wanted persons and vehicles
 - 4) Teletype messages

- 5) Missing persons
- 6) Persons hazardous to police
- 7) Reminders for court notifies
- 8) Information from previous shifts
- 9) General information
- 10) Review of staff notes, procedure changes and training.

B. Roll Call Training

1. Supervisors will provide roll call training on a daily basis.
 - a. The Police Academy will publish and distribute a monthly calendar with procedure reviews, scenario discussion training, video reviews and any other designated training.
2. Supervisors will complete a Form 17 to the Police Academy indicating training has been conducted.
 - a. The Form 17 will indicate the district, relief, date, name of the supervisor presenting training, the number of officers present and any additional comments regarding the training.
3. The Form 17 will be reviewed and signed by the district/unit commander or designee and forwarded to the Police Academy bi-monthly by the 10th of the following month.
4. Scenario books are maintained in each District.
 - a. Scenarios used in roll call training are to be taken from the scenario book.
 - b. An updated book will be maintained and new scenarios received are to be placed in the book according to their category.

C. Dismissal and Inspection

1. Upon shift change, a supervisor will confirm the status of all unit personnel for dismissal and clear them according to bureau S.O.P.
 - a. The supervisor will ensure assigned personnel return all equipment (e.g. car keys, MVR mics, laser units, etc.) to the proper location at the end of their shift.

D. Weekly Inspections

1. A supervisor will conduct a thorough weekly inspection of equipment assigned to officers in the unit. The supervisor will ensure all equipment is authorized and in good condition. This inspection will include but is not limited to the following items:
 - a. All leather equipment: belts, holster (and snaps), ammunition case, handcuff case, baton-holder, etc.
 - b. Glove pouch with 2 pair of Nitrile exam gloves
 - c. Chemical irritant and holder
 - d. Firearm and ammunition
2. Loading and unloading of firearms for inspection
 - a. Police personnel will maintain a distance of 15 feet from the designated safe wall when unloading a firearm.
 - b. The officer-in-charge (OIC) will give the command to all police personnel to form a line facing the safe wall and unload their firearms at the same time.
 - c. Police personnel will keep all firearms pointed at the safe wall while unloading.
 - d. The inspecting supervisor will:
 - 1) Thoroughly inspect the firearm and verify it is in good working order, free from dirt and corrosion, and the barrel is clear.
 - 2) Check ammunition for age, condition, proper type and proper number issued.
 - e. Once the firearm has been inspected, the OIC will give the command to all police personnel to reload their firearms.